

## **Agency - Frequently Asked Questions**

### **What is the duty status for persons who volunteer?**

A: The employee volunteers should be maintained in regular duty status. They **are not** on excused absence or any leave status. Volunteers will be issued a hard copy T&A card at their field site. The FEMA supervisor on-site will sign the volunteer's time card and it should be returned to the volunteer's agency timekeeper. It will reflect both regular hours of work and overtime. The overtime can be charged back to FEMA. Further payroll instructions for recovering overtime costs from FEMA will be provided. Regular hours and AUO or LEAP are charged to the employing agency. If the donating agency has a mechanism for tracking or estimating regular pay also, it may be prudent to do so, in case Government costs of the recovery effort are requested at a later date.

### **Do you have guidance on preparation of travel authorizations?**

A: The employing agency, not FEMA, should prepare the travel orders.

-- Travel orders for volunteers who are traveling from outside the local commuting area to training in Emmitsburg, MD, should be open-ended and assume a minimum 30-day deployment. The employing agency should pay for travel to the training site – a one way ticket to Washington, DC and ground transportation to Emmitsburg. FEMA will handle travel arrangements post-training.

--Volunteers who live within the local commuting area for Emmitsburg will attend training and may be immediately re-deployed to Orlando or may be able to return home and to their jobs prior for a short period prior to being deployed as volunteers. If they are able to return home for a short period, they will be called by FEMA when they are needed and will be deployed initially to Orlando.

Additional information on travel cost reimbursement and travel expenses post training will be provided to the volunteers at the time of the training in Emmitsburg.

### **Can government contractors volunteer to go?**

A: Government contractors should not volunteer under this program. Contractors are encouraged to check with their employers for information on any relief efforts that may be sponsored by their employers.

### **Is psychological preparation included in the training and does FEMA provide for post-deployment de-briefing?**

A: Yes. There is both pre-deployment and post-deployment support for volunteers.

### **How will an agency know when its volunteers are deployed?**

A: When volunteers reach the Orlando mobilization site, their contact information will be entered into the FEMA data base. When the volunteer is deployed, the donating agency will be notified. As this process may take a matter of days, agencies may want to request that the volunteers alert their supervisors prior to their deployment. FEMA is also willing to provide lists of deployed employees to agencies upon request. These may be requested by your agency POC. Questions about deployed employees or emergency contacts may be directed to FEMA at 1-800-440-6728.

